

~~CONFIDENTIAL~~

14 April 1961

MEMORANDUM FOR: Office of Security Competitive Evaluation
Panel Members

SUBJECT : Office of Security Manual for
Competitive Evaluations (4th Revision)

1. Herewith is your copy of the fourth revision of the Manual for Competitive Evaluations. This guide was originally published in March 1957 and revised in October 1957, September 1959 and September 1960.
2. The comprehensive changes which have been made in the Manual are the result of experience gained in the evaluation process over the past few years. The current changes in standards have been made coincident with the new policy establishing Evaluation Panels for GS-grades office-wide rather than by components. The subject has been given a great deal of thought and it is felt that the standards and procedures which have evolved are consistent with the high reputation the Security Career Service has earned for itself.
3. Panel Members are directed to study the Manual so as to thoroughly familiarize themselves with the newly established standards and the processes which constitute the evaluation program. I am sure that you will realize the importance of this program to the Agency and the individual. I have requested the Executive Officer to hold a seminar of all Panel Members at an early date to insure a uniform application of standards in the evaluation process.
4. The Manual is for the exclusive use of the members of the several Office of Security Competitive Evaluation Panels and is not for further dissemination. Each copy is numbered and charged to the recipient. It must be returned to the Executive Officer at such time as the recipient is replaced as a member of the Panel on which he is currently serving.

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Sheffield Edwards
Director of Security

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